

**655—20.22 (17A,272C) Prehearing conferences.**

**20.22(1)** Any party may request a prehearing conference. Prehearing conferences shall be conducted by the executive director, who may request that an administrative law judge conduct the prehearing conference. A written request for prehearing conference or an order for prehearing conference on the executive director's own motion shall be filed not less than 7 days prior to the hearing date, unless authorized by the person conducting the prehearing conference. A prehearing conference shall be scheduled not less than 3 business days prior to the hearing date.

**20.22(2)** Each party shall be prepared to discuss the following subjects at the prehearing conference:

*a.* Submission of expert and other witness lists. Witness lists may be amended subsequent to the prehearing conference within the time limits established by the executive director or administrative law judge at the prehearing conference. Any such amendments must be served on all parties. Witnesses not listed on the final witness list may be excluded from testifying unless there was good cause for the failure to include their names.

*b.* Submission of exhibit lists. Exhibit lists may be amended subsequent to the prehearing conference within the time limits established by the executive director or administrative law judge at the prehearing conference. Other than rebuttal exhibits, exhibits that are not listed on the final exhibit list may be excluded from admission into evidence unless there was good cause for the failure to include them.

*c.* The entry of a scheduling order to include deadlines for completion of discovery.

*d.* Stipulations of law or fact.

*e.* Stipulations on the admissibility of exhibits.

*f.* Identification of matters which the parties intend to request be officially noticed.

*g.* Consideration of any additional matters which will expedite the hearing.

**20.22(3)** Prehearing conferences shall be conducted by telephone unless otherwise ordered.

**20.22(4)** A party must seek intra-agency appeal to the board of prehearing rulings made by an administrative law judge in order to adequately exhaust administrative remedies. Such appeals must be filed within 10 days of the date of the issuance of the challenged ruling but no later than the time for compliance with the order or the date of hearing, whichever is first.